

ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS
Teaching School Administrative Assistant: Maths Hub Administrator

New NJC salary scale points 7-11 (£19,554-£21,166)

0.6 FTE part-time (21.75 hours) term time only plus 5 extra days

Actual starting salary (pro-rata and 0.6 FTE £10,047)

Fixed-term contract (subject to funding)

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 Academy in the South Trafford area.

Altrincham Grammar School for Girls was proud to be designated as one of the first one hundred Teaching Schools nationally. Since July 2011 the Teaching School has furthered its work in research and development, school to school support, initial teacher training and professional development. The Teaching School works with a diverse range of partners: primary, secondary and special schools, sixth form colleges, the universities. We also have partnerships with other organisations to enhance our offer, in order to improve outcomes for young people across a large geographical area in the North West of England.

The Maths Hub is part of the Teaching School offer and the Maths Hub programme brings together mathematics education professionals in a collaborative national network to develop and spread excellent practice for the benefit of all students. Our Maths Hub is called the North West One Maths Hub (NW1). There are an ever increasing number of primary schools, secondary schools and colleges joining the Maths Hub and its work has increased in scale year-on-year. We are now looking to expand our team to provide more time for the administration of this work.

Alongside the existing Maths Hub Administrator, this post will provide administrative support for the Maths Hub and for the Maths Hub leadership group. The responsibilities below will be shared with the existing Maths Hub Administrator, although it is anticipated that each administrator will take the lead on certain agreed aspects of the role. The contract is to work 21.75 hours, which may be worked over 3 days as agreed.

Main Responsibilities

Manage, implement and run all administrative systems within the Maths Hub and coordinate the planning and development of relevant activities.

The postholder will be responsible to the Maths Hub Lead and the Maths Hub Strategic Lead.

Coordination / Administration

- To be the first and main point of contact for the Maths Hub for schools and colleagues working within or engaged in Maths Hub activity. Advise and direct colleagues questions to answers.
- To coordinate and facilitate the Senior Lead, maths hub leads and work group leads of the Hub in the work streams of the Maths Hub.
- To ensure that meetings, workshops and events are organised and functional.
- Working with the Maths Hub Lead, Senior Lead and local leaders of mathematics education (LLMEs) in supporting and co-facilitating their networks and work groups.

- To develop, maintain and organise administrative systems and systematic management structures (e.g. the Singapore Network, TRG's, NCP4/5 etc.) within the Maths Hub e.g. liaising with the school finance team to accurately monitor the financial budgets for all work streams and projects.
- To organise training courses and conferences and other events for the Maths Hub.
- To evaluate feedback and capture information from events/courses using feedback forms, comment banks, colleague voice etc. Notify colleagues of issues arising from evaluation.
- To manage financial administration procedures such as invoicing, costing courses and events, evaluating external costing's e.g. venues, caterers and suppliers. Identifying balances of budget and deficit amounts owed. To record and update budget.
- Update the Maths Hub Pod (online data and accounting system), attend performance review meetings with the National Centre for Excellence in the Teaching of Mathematics (NCETM) and ensure engagement data-base is accurately updated.
- To liaise with the finance team and maintain an overview of finances for the MH.
- To manage the diary of the Maths Hub Lead, coordinating outreach effectively and efficiently.
- To arrange and attend NW1 Strategic Partners meetings, to provide information and administrative support.
- Attend national conferences for maths hub administrators twice annually, as well as attending other relevant webinars and training events.
- To ensure full compliance with the terms and conditions of the Maths Hub and Teaching School CPD programmes.
- To ensure best value in the organisation of services and resources.
- To liaise with the Senior and Maths Hub Leads and key partners, to facilitate the smooth running of the Maths Hub action work plan.
- To support the Northern Power House and Opportunity Area initiatives, liaising with relevant government agencies and LEA organisations.
- To review the national Maths Hub weekly bulletin, highlight action points, meet deadlines and inform the Maths Hub Lead and Senior Lead of any actions required.

Event Management / Marketing

- Take a lead role in marketing maths hub activities to members and the wider community, including using social media, and produce fliers and regular high-quality news bulletins.
- To ensure the maths hub web pages are complete and up to date.
- To liaise with and support member schools/ individuals involved in projects, work groups and networks.
- To project manage the various events, activities and initiatives of the Maths hub.
- To coordinate internal and external training courses. Making the necessary recording of participation and financial control.
- To update and inform the NCETM and Alliance for Learning websites.

Other duties may be undertaken from time to time to support the more general work of the Teaching School. These may include:

- To undertake any general administrative work for members of the teaching school team.
- To liaise with project partners of the Teaching School.
- To organise and attend if necessary, any meetings required by Head of Teaching School, Assistant Head of Teaching School and Maths Hub lead.
- To take minutes at any meetings required by Head of Teaching School, Assistant Head of Teaching School or Maths Hub Lead.
- To work with the teaching school team to organise any visiting delegations.
- To perform any other duties requested by the Principal or Head of Teaching School.

Training and Development

As a Teaching School, we are committed to the professional development of all staff. The Administration Assistant Maths Hub will participate in the school's appraisal arrangements and an experienced reviewer (line manager) will be appointed to assist in the Administration Assistant Maths Hubs' development.

Probationary period

Your appointment is subject to a six month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires six weeks written notice to resign from the post.

Person Specification

	Essential	Desirable
<i>Relevant Experience</i>	<p>Experience of providing high quality administration support within a professional organisation</p> <p>Experience of coordinating events.</p> <p>Experience of diary and email management</p> <p>Strong interpersonal skills and relationship management</p> <p>Customer service experience</p>	<p>Experience of working in a school environment.</p> <p>Reception experience, including managing a switchboard.</p>
<i>Knowledge, skills, abilities</i>	<p>GCSE English and Mathematics up to GCSE level grade C or above.</p> <p>Excellent telephone manner.</p> <p>Ability to be self-motivated.</p> <p>Ability to work under pressure and stay calm at all times.</p> <p>Ability to preserve confidentiality.</p> <p>Ability to work efficiently at speed.</p> <p>Excellent IT skills.</p>	
<i>Safeguarding</i>	<p>Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.</p>	
<i>Personal qualities/other</i>	<p>A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</p> <p>Flexibility and adaptability.</p> <p>To be prepared to work flexibly outside school hours on occasion.</p> <p>Initiative and confidence when dealing with difficult situations.</p> <p>Organisation.</p> <p>Positive outlook.</p> <p>Supportive nature.</p> <p>Team player.</p> <p>DBS clearance.</p> <p>Tact and discretion.</p> <p>Commitment to further training and development.</p> <p>Smart, professional appearance.</p>	

Please return your application to Mrs C Williams at the school by midday on Wednesday 5 June 2019. Interviews are to be held as soon as possible during the week beginning Monday 10 June 2019. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only, which should be completed in full. Please do not send CVs. Supporting documents/letters of application are welcomed.

ADDITIONAL INFORMATION

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website. Further information about the Teaching School, Maths Hub and AGGS are available on the Alliance for Learning Website.

BFET is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the DBS. This post is exempt from the Rehabilitation of Offenders Act 1974.